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| <b>INVITATION TO BID</b><br><br>STATE OF LOUISIANA<br>DIVISION OF ADMINISTRATION<br>OFFICE OF STATE PURCHASING   |  | BIDS WILL BE PUBLICLY OPENED:<br><br><div style="font-size: 1.2em; font-weight: bold;">MAY 18, 2010    10:00 AM</div><br><br>PURCHASING AGENCY NO. :    107001<br><br><br><b>SEE NO. 8 BELOW. RETURN BID TO</b><br><br><div style="display: flex; justify-content: space-between;"> <span>2239371</span> <span>05/18/10</span> <span>10:00 AM<br/>R524471</span> </div><br>OFFICE OF STATE PURCHASING<br>OFFICE OF STATE PURCHASING<br>POST OFFICE BOX 94095<br>BATON ROUGE, LA 70804-9095<br><br><div style="display: flex;"> <div style="flex: 1;">           BUYER : MARIE RUSSELL<br/>           BUYER PHONE : (225) 342-8016<br/>           DATE ISSUED : 04/21/10<br/>           REQ. AGENCY : 139001<br/>           SECRETARY OF STATE : 14368<br/>           AGENCY REQ. NO. : 1331544<br/>           ISIS REQ. NO. :<br/>           VENDOR PHONE :<br/>           FISCAL YEAR : 11<br/>           CLASS/SUBCLASS : 98836<br/>           SCHEDULED BEGIN DATE : 00/00/00<br/>           SCHEDULED END DATE : 00/00/00<br/>           T-NUMBER :         </div> <div style="flex: 0.5; text-align: right; font-size: 0.8em;">           FOLD HERE--&gt;         </div> </div> |
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">         =====&gt; <b>VENDOR NO. :</b><br/> <b>SOLICITATION :</b>    2239371<br/> <b>FILE NO. :</b>        R524471<br/> <b>OPENING DATE :</b>    05/18/10       </div> <div style="border: 1px solid black; height: 80px; margin-bottom: 10px;"> <div style="position: absolute; top: 5px; left: 5px;">         =====&gt; <b>VENDOR NAME AND ADDRESS</b> </div> </div> <div style="text-align: center; font-weight: bold; font-size: 1.1em;">         FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.       </div>   |   |  |
| GROUNDS MAINTENANCE/LAWN CARE<br>OLD STATE CAPITOL   |   |  |
| TO BE COMPLETED BY VENDOR  |   |  |
| 1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE.<br>2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.<br>3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.<br>4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED.<br>5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).   |   |  |
| INSTRUCTIONS TO BIDDERS  |   |  |
| 1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.<br>2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.<br>3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right;">FOLD HERE--&gt;</span><br>4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.<br>5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ .<br>6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID.<br>7. DESIRED DELIVERY: _____ SEE DETAILS ELSEWHERE IN DOCUMENT _____<br>8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.<br>9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.<br>10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN. |   |  |
| VENDOR PHONE NUMBER:<br>FAX NUMBER:  | TITLE   | DATE   |
| SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.<br>(MUST BE SIGNED)   |   | NAME OF BIDDER<br>(TYPED OR PRINTED)   |

| STANDARD TERMS & CONDITIONS   |  | INVITATION TO BID |           |
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| <p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE:<br/>NA<br/>NA<br/>NA</p> <p>13. BID FORMS.<br/>ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:<br/>A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;<br/>B. BID FILLED OUT IN PENCIL; AND<br/>C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY.<br/>ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION.<br/>BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING.<br/>BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS.<br/>THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES .<br/>UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES.<br/>BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES.<br/>VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p> |  |                   |           |

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| <p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> <li>1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</li> <li>2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</li> <li>3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</li> </ol> |  |                   |           |

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| <p>1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:</p> <p>BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.</p> <p>BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:<br/>OFFICE OF STATE PURCHASING<br/>P O BOX 94095<br/>BATON ROUGE LA 70804-9095</p> <p>BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:</p> <p>OFFICE OF STATE PURCHASING<br/>CLAIBORNE BUILDING, SUITE 2-160<br/>1201 NORTH THIRD STREET<br/>BATON ROUGE, LA 70802</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.</p> <p>BIDDER SHOULD BE AWARE OF SECURITY REQUIREMENTS FOR THE CLAIBORNE BUILDING AND ALLOW TIME TO BE PHOTOGRAPHED AND PRESENTED WITH A TEMPORARY IDENTIFICATION BADGE.</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE &amp; TIME SHALL RESULT IN REJECTION OF THE BID.</p> <p>*****<br/>PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.<br/>*****</p> <p><b>**ATTENTION:**</b></p> <p>RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC AT THE FOLLOWING WEB SITE:<br/><a href="http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp">HTTP://WWWPRD.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.ASP</a><br/>ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.</p> <p>2 TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.</p> |  |                   |           |

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| <p>3 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.</p> <p>4 COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS SOLICITATION, THE BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>5 ACCEPTANCE. UNLESS OTHERWISE SPECIFIED, BIDS ON THIS CONTRACT WILL BE ASSUMED TO BE FIRM FOR ACCEPTANCE FOR A MINIMUM OF 60 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE SPECIFIED CONTRACT PERIOD.</p> <p>6 CANCELLATION<br/>THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.</p> <p>7 CERTIFICATION OF NO SUSPENSION OR DEBARMENT. BY SIGNING AND SUBMITTING ANY BID FOR \$25,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN OMB CIRCULAR A-133.</p> <p>A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT <a href="http://WWW.EPLS.GOV">WWW.EPLS.GOV</a></p> <p>8 APPLICABLE REQUIRED LICENSES SHOULD BE SUBMITTED WITH BID, OR MUST BE PROVIDED PRIOR TO AWARD.</p> <ol style="list-style-type: none"> <li>1. LANDSCAPE/HORTICULTURIST CONTRACTOR'S LICENSE</li> <li>2. GROUND OWER OPERATORS' LICENSE</li> <li>3. COMMERCIAL PESTICIDE APPLICATOR WITH A CATEGORY III PESTICIDE CERTIFICATION</li> <li>4. LANDSCAPE IRRIGATION CONTRACTOR'S LICENSE</li> </ol> <p>9 LAWN AND GROUND SCHEDULE OF SERVICE AND SPECIFICATIONS FOR LOUISIANA'S OLD STATE CAPITAL</p> <p>GENERAL REQUIREMENTS FOR SERVICE:</p> <ol style="list-style-type: none"> <li>A. CONTRACTOR IS TO FURNISH ALL LABOR, TOOLS, EQUIPMENT, MATERIALS, SUPERVISION, AND TRANSPORATATION TO PERFORM LANDSCAPE MAINTEN-</li> </ol> |  |                   |           |

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ANCE.

B. CONTRACTOR IS TO BE IN POSSESSION OF ALL APPLICABLE LICENSES AND PERMITS REQUIRED BY STATE AND LOCAL AGENCIES INCLUDING BUT NOT LIMITED TO, THE LOUISIANA COMMERCIAL PESTICIDE APPLICATOR'S CERTIFICATION, LOUISIANA LANDSCAPE/HORTICULTURIST LICENSE, GROUND OWNER OPERATOR LICENSE AND LANDSCAPE IRRIGATION CONTRACTOR'S LICENSE.

C. A WORKING SUPERVISOR SHOULD MAKE WEEKLY INSPECTIONS OF THE PROPERTY.

D. THE SAME TURF CREW EMPLOYEE/EMPLOYEES TO PERFORM THE SERVICE DURING THE LENGTH OF THE CONTRACT.

E. ASSIGNED EMPLOYEE SUPERVISOR MUST COORDINATE JOB RELATED TASKS WITH LOUISIANA'S OLD STATE CAPITOL DESIGNATED PERSON, CARL SMITH.

F. THE CREW MAINTAINING THE BEDS/PLANT MAINTENANCE MAY BE PERFORMED BY DIFFERENT EMPLOYEE GROUPS.

SERVICES TO BE PERFORMED ONCE PER WEEK:

A. CUT GRASS

B. WEED EAT AROUND BUILDINGS, TREES, HEDGES, AND OTHER OBSTACLES

C. BLOW CLIPPINGS AND LEAVES (DEBRIS IS NOT TO BE BLOWN INTO STREET. MUST BE COLLECTED AND BAGGED.)

D. PICK UP LITTER, INCLUDING CIGARETTE BUTTS, FROM GROUNDS AND PARKING LOT

E. CLEAR DRAINS AND CURBS OF PLANT DEBRIS

F. MONITOR LANDSCAPE FOR INSECTS AND DISEASES

G. APPLY INSECTICIDES AND/OR FUNGICIDES IF NECESSARY BASED ON ASSESSMENT

H. ASSESS FLOWER BED WETNESS AND ADJUST SPINKLER SYSTEM AS REQUIRED

I. RAKE LEAVES IF NECESSARY

J. REMOVE PLANT DEBRIS FROM PROPERTY.

K. SUBMIT A REPORT OF SERVICES TO LOUISIANA'S OLD STATE CAPITOL PERSONNEL INDICATING ALL SERVICES PROVIDED THAT DAY AND A LISTING OF ALL PESTICIDES AND FERTILIZERS APPLIED, FORMULATION USED, RATE APPLIES, APPLICATOR'S NAME, PLANT BEING TREATED, PROBLEM PEST AND A COPY OF THE MSDS (MATERIAL SAFETY DATA SHEET) FOR ANY PRODUCTS USED.

SERVICES TO BE PERFORMED EVERY TWO WEEKS.

A. WEED FLOWER BEDS AND KEEP THEM WEED FREE

B. EDGE SIDEWALKS, PARKING LOT AND CURBS

SERVICES TO BE PERFORMED ONCE A MONTH

A. APPLY SYSTEMATIC HERBICIDE (SUCH AS ROUND-UP OR A SIMILAR PRODUCT) TO ALL CRACKS IN SIDEWALKS, PARKING LOTS, ETC.

SERVICES TO BE PERFORMED EVERY OTHER MONTH

A. PRUNE ALL PLANTS, SHRUBS, AND SMALL TREES

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*B. HEDGE ALL SHRUBS, REQUIRING HEDGING*

*SERVICES TO BE PERFORMED AT APPROPRIATE TIMES*

- A. FERTILIZE ALL SHRUBS AND ANNUAL BEDS THREE (3) TIMES A YEAR DURING THE GROWING SEASON USING A SLOW RELEASE FERTILIZER SPECIALLY FORMULATED FOR THE PLANTS BEING FERTILIZED.*
- B. FERTILIZE ALL LAWNS THREE (3) TIMES A YEAT AT THE RECOMMENDED TIMES USING A SLOW RELEASE PRODUCTS RECOMMENDED BY LOUISIANA COOPERATIVE EXTENSION SERVICE.*
- C. MULCH ALL BEDS AND INDIVIDUAL SHRUBS AND TREES THREE (3) TIMES A YEAR USING PINE BARK MULCH IN A DONUT SHAPE WITH SUCH BEING SIX INCHES DEEP AT THE HIGH POINT AND ONE INCH NEAR THE TRUNK.*
- D. TREAT ALL LAWNS WITH AN INSECTICIDE RECOMMENDED BY LOUISIANA COOPERATIVE EXTENSION SERVICE FOR CHINCH BUGS WHEN EVIDENCE OF DAMAGE FIRST OCCURS.*
- E. TREAT ALL LAWNS WITH A FUNGICIDE RECOMMENDED BY LOUISIANA COOPERATIVE EXTENSION SERVICE FOR BROWN PATCH WHEN EVIDENCE OF DAMAGE FIRST OCCURS*
- F. TREAT PROPERTY WITH FIRE ANT BAIT IN LATE APRIL, AND APPLY AGAIN IN EARLY SEPTEMBER. USE BAIT RECOMMENDED BY LOUISIANA COOPERATIVE EXTENSION. BAIT IS TO BE APPLIED TO LAWN AND BED AREAS BY BROADCASTING IT USING A BROADCASTING SPREADER. SPOT TREAT INDIVIDUAL ANT MOUNDS AS NEEDED WITH AN INSECTICIDE APPROVAL FOR FIRE ANTS.*
- G. PROVIDE SUGGESTIONS AND PLANT BEDS AROUND THREE SIDES OF BUILDING NEXT TO THE POCKET DOORS AT LEAST THREE (3) TIMES PER YEAR (SPRING, SUMMER, FALL).*

*SERVICES TO BE PERFORMED WHERE APPLICABLE*

- A. MAINTAIN IRRIGATION SYSTEM IN GOOD WORKING ORDER BY REPLACING BROKEN HEADS, FLUSHING CLOGGED HEADS AND NOZZLES. ADJUST NOZZLES FOR CORRECT COVERAGE REPAIRING OR REPLACING BROKEN VALVES. REPAIR BROKEN LINES, SHUTTING DOWN THE SYSTEM IN WINTER AND RESTARTING IN SPRING, MONITORING THE SETTING AND THE SETTINGS AND THE CONTROLLERS AND KEEPING THEM AT OPTIMUM IRRIGATIONS LEVEL DEPENDING ON WEATHER CONDITIONS. ALSO, TEST THE ENTIRE SYSTEM QUARTERLY.*

*ADDITIONAL GARDEN MAINTENANCE*

- A. PICK UP ALL TRASH ON OLD STATE CAPITOL GROUNDS*
- B. MAKE SURE ALL SIGNS THAT ARE PLACED THROUGHOUT THE OLD STATE CAPITOL GROUNDS ARE STANDING UP CORRECTLY.*

10 COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.

CONTRACTOR'S LIABILITY INSURANCE:

PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.

INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:

| SPECIAL TERMS & CONDITIONS  |                                      | INVITATION TO BID |           |                                |                              |                                      |                                      |
|---|--------------------------------------|-------------------|-----------|--------------------------------|------------------------------|--------------------------------------|--------------------------------------|
| NUMBER : 2239371<br>OPEN DATE: 05/18/10      TIME: 10:00 AM<br>T-NUMBER :   |                                      | BIDDER:           | PAGE<br>8 |                                |                              |                                      |                                      |
| <p>COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.</p> <p>PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.</p> <p>LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.</p> <p>11 VENDOR MUST INSPECT JOB SITE TO VERIFY MEASUREMENTS AND/OR AMOUNT OF SUPPLIES NEEDED PRIOR TO BIDDING. IF VENDOR FINDS CONDITIONS THAT DISAGREE WITH THE PHYSICAL LAYOUT AS DESCRIBED IN THE SOLICITATION, OR OTHER FEATURES OF THE SPECIFICATIONS THAT APPEAR TO BE IN ERROR, SAME SHALL BE BROUGHT TO THE ATTENTION OF OFFICE OF STATE PURCHASING PERSONNEL IMMEDIATELY AND NO LATER THAN 7 DAYS PRIOR TO THE BID OPENING.</p> <p>VENDOR MAY CONTACT CARL SMITH AT 224-342-0500 TO SCHEDULE A JOBSITE VISIT.</p> <p>WHEN: MONDAY THROUGH FRIDAY, 8:00 A.M. - 3:30 P.M.<br/>WHERE: LOUISIANA OLD STATE CAPITOL, 100 NORTH BOULEVARD, BATON ROUGE, LA</p> <p>*** JOBSITE VISIT IS MANDATORY.*** FAILURE TO COMPLY WILL ELIMINATE YOUR BID FROM CONSIDERATION.</p> <p>THIS SIGNED STATEMENT CERTIFIES THAT THE VENDOR NAMED BELOW HAS VISITED THE JOB SITE AND IS FAMILIAR WITH ALL CONDITIONS SURROUNDING FULFILLMENT OF THE SPECIFICATIONS FOR THIS PROJECT.</p> <table><tr><td>_____<br/>VENDOR'S COMPANY NAME</td><td>_____<br/>STATE AGENCY'S NAME</td></tr><tr><td>_____<br/>VENDOR REP'S NAME (PRINTED)</td><td>_____<br/>AGENCY REP'S NAME (PRINTED)</td></tr></table> |                                      |                   |           | _____<br>VENDOR'S COMPANY NAME | _____<br>STATE AGENCY'S NAME | _____<br>VENDOR REP'S NAME (PRINTED) | _____<br>AGENCY REP'S NAME (PRINTED) |
| _____<br>VENDOR'S COMPANY NAME  | _____<br>STATE AGENCY'S NAME         |                   |           |                                |                              |                                      |                                      |
| _____<br>VENDOR REP'S NAME (PRINTED)  | _____<br>AGENCY REP'S NAME (PRINTED) |                   |           |                                |                              |                                      |                                      |





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|--|---|---------------------|------|------------|----------------|
| PRICE SHEET  |   | INVITATION TO BID   |      |            |                |
| NUMBER : 2239371<br>OPEN DATE : 05/18/10      TIME: 10:00 AM<br>T-NUMBER : |   | BIDDER:             |      |            | PAGE<br>10     |
| LINE<br>NO.  | COMMODITY/SERVICE DESCRIPTION   | QUANTITY<br>FROM/TO | UNIT | UNIT PRICE | EXTENDED TOTAL |
| 00001  | <p>UNLESS SPECIFIED ELSEWHERE SHIP TO:<br/>           SECRETARY OF STATE<br/>           OLD STATE CAPITOL<br/>           100 NORTH BLVD<br/>           BATON ROUGE , LA 70801</p> <p>COMMODITY CODE: 988-36-000000</p> <p>GROUNDS MAINTENANCE/LAWN SERVICE FOR<br/>           THE FOLLOWING LOCATION:</p> <p>LOUISIANA OLD STATE CAPITOL<br/>           100 NORTH BOULEVARD<br/>           BATON ROUGE, LA 70802</p> <p>SUCCESSFUL VENDOR TO PROVIDE THE<br/>           THE SERVICES OUTLINED IN THE ATTACHED<br/>           SPECIFICATONS.</p> <p>CONTRACT PERIOD: 07/01/10 - 06/30/11</p> | 12                  | MO   |            |                |